

November 28, 2022

Memorandum to: OPSEU/SEFPO Represented Employees in the Unified Bargaining Unit
OPS Managers

From: OPSEU/SEFPO Employer Joint Steering Committee

Subject: **OPSEU/SEFPO Unified Pay Equity Maintenance and Job Classification
Conversion Project**

The Ontario Public Service Employees Union/Syndicat des employés de la fonction publique de l'Ontario (OPSEU/SEFPO) and Employer Joint Steering Committee are pleased to provide updates and key milestones on the OPSEU/SEFPO Unified Pay Equity Maintenance and Job Classification Conversion Project.

Background

As noted in Appendix 34 of the OPSEU/SEFPO Unified Collective Agreement, both the Employer and OPSEU/SEFPO recognize that the current classification system is outdated and requires revision. Both parties recognize that the OPS pay equity plan must be maintained and that all work should be evaluated based on skill, effort, responsibility, and working conditions when classifying jobs.

The OPSEU/SEFPO Unified Pay Equity Maintenance and Job Classification Conversion Project is a multi-phase, multi-year project with the goal of supporting consistency and equity between similar jobs represented by the OPSEU/SEFPO Unified bargaining unit. The intent of this project is to:

- Ensure fair and consistent work valuation across the OPS.
- Be flexible to respond to changes in work and operations over time.
- Have an updated job evaluation plan and job descriptions.
- Provide OPSEU/SEFPO Unified members with an updated copy of their job description.

Current Status

The parties are working together to review all jobs in the OPSEU/SEFPO Unified bargaining unit under a pay equity lens to ensure female-predominant jobs are paid at least the same as male-predominant jobs if they are of comparable value, in accordance with the *Ontario Pay Equity Act*. This is done through comparators - the male job class to which a female job class is compared and found to be of equal or comparable value. Mercer Consulting has been brought on as a consultant to work with OPSEU/SEFPO and the Employer to collectively:

- Analyze all OPSEU/SEFPO Unified job classes to identify same/similar work by assessing if they have similar duties and responsibilities, similar qualifications, similar recruitment practices and same compensation;
- Collect up-to-date job information through the distribution of position information questionnaires to a representative sample of OPSEU/SEFPO Unified represented employees;

- Draft a new job evaluation plan to ensure it is gender neutral, bias free, reflective of pay equity requirements and is relevant to the work performed by OPSEU/SEFPO Unified represented employees.

Next Steps: Position Information Questionnaires

The Employer and OPSEU/SEFPO will launch the Position Information Questionnaire (PIQ) process which requires the involvement of OPSEU/SEFPO Unified represented employees. A PIQ is a tool for collecting meaningful job content information from employees on their position's responsibilities and requirements to perform the role.

The job information will be used to:

- 1) Assess pay equity status through job class analysis
- 2) Draft updated job descriptions assessed with the new job evaluation plan.

A cross section of OPSEU/SEFPO Unified represented employees will be invited to complete the PIQ through pre-determined selection criteria to provide direct feedback on the work they perform in their position. The sample size will include:

- 15% sample size for most job classes.
- 25% sample size for the Office Administration Group and Executive Officer series.
- For job classes with less than 10 people, all individuals will be selected.

This is a crucial part of the project. Information sessions and resource material will be available to OPSEU/SEFPO Unified represented employees in the coming weeks. For those selected to complete a PIQ, managers will provide time during work hours to participate in information sessions and complete it. We encourage OPSEU/SEFPO Unified represented employees to participate and to take the time to finalize their PIQ if selected.

For More Information

Attached are overviews of the PIQ phase for your reference. For questions related to the OPSEU/SEFPO Unified pay equity maintenance and job classification conversion project, you can contact JEOPSEU@ontario.ca. Information pertaining to this and other classification activities, and key definitions for terms used in this project, are on the OPS [Job Classification Services Intranet](#).

Sincerely,



Amanda Usher
OPSEU/SEFPO CERC Chair
OPSEU/SEFPO Co-Chair, Joint Steering
Committee



Jyoti Grewal
Director, Job Evaluation Initiatives Branch,
HR Service Delivery Division
Treasury Board Secretariat
Management Co-Chair, Joint Steering Committee

cc: HR Directors
Chief Administrative Officers
OPSEU/SEFPO Unified Project Joint Steering Committee